

City of Flagstaff - Flagstaff Aquaplex
Community Enrichment Services
Mailing: 211 W Aspen Ave, Flagstaff, AZ 86001
Physical: 1702 N Fourth St, Flagstaff, AZ 86004
Phone: (928) 213-2300 Fax: (928) 556-1226



Party Room Rental Application

1. I, _____ request permission to RENT the Party Room (30 person max capacity)
(Name of Individual)
2. Date of Use: _____ Day of Week: _____
3. Time of Use **(INCLUDES SET-UP & CLEAN-UP TIME)**: From _____ a.m. / p.m. to _____ a.m. / p.m.
4. Anticipated attendance: ADULTS _____ YOUTHS (under 18) _____ TOTAL _____
5. What time will guests arrive? _____ What time will guests leave? _____
6. Will there be decorations? _____ If yes, explain: _____
9. Will there be food at the event? _____ If yes, what type? _____

Initial _____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, or environmental issues (including lightening). Refund requests will be assessed on a case by case basis in these situations.

Initial _____ I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments made will a reservation be confirmed.

Initial _____ I have received, read and understand the information contained in the Flagstaff Aquaplex "Party Room Rental Policies and Guidelines" packet.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the facilities of the City of Flagstaff and/or Recreation Section; the applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold the said City of Flagstaff and/or their employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean-up occurring through the occupancy of said facilities by the applicant.

Date Completed Please Print Name Signature

Number and Street City State Zip Primary Phone Alternate Phone

Name of Alternate Contact Person For Event Phone

Staff Name Printed Staff Signature Date

The Flagstaff Aquaplex currently accepts payment in the form of cash, Visa, Master Card, and checks made out to The City of Flagstaff.
No out of state personal checks accepted.